

**PUBLIC WORKS & FACILITIES COMMISSION
SPECIAL MEETING
TUESDAY, JUNE 23 2015
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM 208
MIDDLETOWN CONNECTICUT**

Members Present: **Councilman Carl R. Chisem
Councilman James B. Streeto
Councilman Thomas Serra**

Staff Present: **William Russo, Director of Public Works**

Absent: **Councilman David Bauer
Councilwoman Sandra Russo-Driska**

Chair Chisem opened the Public Works & Facilities Commission meeting at 7:10 P.M. He requested a motion to approve the minutes dated May 13, 2015. Motion to approve the minutes was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

None.

CORRESPONDENCE:

None.

NEW BUSINESS:

- a. Use of Palmer Field for Baseball – An amendment was made to have Millone & MacBroom in on the conversation to receive their input. Director Russo stated that they did a study and came to the conclusion that there are not enough baseball fields in Middletown. He recognized that when the council funds something such as midget football or little league, ages 9-12 or 13-15, the Middletown kids will be locked out if 18 year old teams start playing from out of town. Director Russo stated that some lines need to be drawn, even though he believes that every kid should have the opportunity to play. A field use ordinance will eventually be conducted. It was stated that \$8,500.00 will be given to fund out of town players. A motion was made to begin the ordinance discussions and changes. Motion was seconded and approved unanimously.
- b. Bulk Waste Fund Budget – Director Russo stated that there is \$445,000.00 in the revolving account. \$445,000.00 is built with the budget. Bulk waste pickups are \$75.00 per household. There is \$127,100.00 left in the bulky waste contribution from fund balance. Director Russo stated that the general fund does not need to be touched for anything with this program such as containers. Motion was made to move approval for the bulk waste fund budget. Motion was seconded and approved unanimously.
- c. Standardization with B-G Mechanical – Director Russo stated he will gather all of the service calls together to come up with a comparative cost. One standardized contract will come into place. It was recommended that a couple of informal phone calls be made to other vendors to gather

comparative pricing and information. This company knows where the city's boilers are which may mean that their prices are cheaper because of their familiarity with the systems. A motion for approval was made with the understanding that quotes will be retrieved from other vendors along with standardization agreeing with the continuance of services. Motion was seconded and approved unanimously. If all goes well with standardization, it will be moved to the council meeting.

- d. LED Lighting at Columbus Park – Director Russo stated that he spoke to the Mayor who was in favor of using LOCIP money, which leaves it up to the Council. This would be to replace 6 fixtures in Columbus Park which are outdated; the new lights will be brighter and cheaper. The total projected savings would be \$3,900.00. It would take 3.19 years to pay back the cost to purchase the LED lighting. Motion was made to move approval for the LED lighting at Columbus Park. Motion was seconded and approved unanimously.
- e. Middletown Old Burial Ground Association – Director Russo stated that this is information that the General Counsel asked him to present to the commission. Councilman Serra stated that in the past we have paid for the maintenance of the old burial ground. It will be the same price to own the burial ground and take it over. Motion was made for approval. Motion was seconded and approved unanimously.
- f. Building Permit Refund: Connecticut Propane - \$15.26 – Motion was made to move approval for the permit refund. Motion was seconded and approved unanimously.
- g. The Connecticut Protective Tree Association – Rick Romano – Director Russo stated that this is for Rick Romano, Deputy Tree Warden, to continue his education with trees. The total cost for the class is \$70.00. Motion was made to move approval and send the request for the attending of the class to the Finance & Government meeting. Motion was seconded and approved unanimously.
- h. Lead Mechanic Vacancy / Personnel Update – Director Russo stated that this is the job description that is in the budget. The Human Resources director asked that the hiring of the Lead Mechanic be held off until the job study came in. This position is one step below the Fleet Manager and one step above the Master Mechanics positions on the floor. When the Fleet Manager is out, this position is the first in charge. Director Russo stated that he strongly would like the council to approve this position as there is a high need for it. This is an existing position which is already in the budget and an existing mechanic at City Yard will move up into the position. Motion was made to move approval for the position. Motion was seconded and approved unanimously.

Director Russo stated that Robert Dobmeier, Deputy Director of Public Works, is retiring. His official last day of work when he will be off the books is July 6, 2015. The position will then be posted. Other than that retirement, Public Works is fully staffed minus one Truck Driver position in which the employee is out on medical leave due to a car accident. James Figueroa is due back to work on July 1, 2015. There is only 1 temporary employee at the City Yard currently to fill the space. The last two previously vacant positions in the Parks Department have also since been filled.

- i. CNR Proposal – Director Russo stated that Councilman Serra had asked him to add this to the agenda. The department was told to submit a CNR list in which no restrictions were given. The last list was generated around 1.3 million dollars. In the past, the council gave Public Works Department a \$750,000.00 bond which allowed the purchasing of two trucks. Director Russo stated that he knows that Parks Department needs a gang mower now, which will be one of the intended items

that will be added to this year's list. He stated that he will put a list together to present it at the next meeting, if needed. According to Diana Doyle, Deputy Director of Finance, the city budget funded \$900,000.00 for CNR; \$350,000.00 of it will be for Board of Education. The rest of the city will have about \$600,000.00 to operate which will be broken down into each department. It was suggested that a recommendation be sent in so that there are no potential competitions. A motion was made to present a list at the next meeting. Motion was seconded and approved unanimously.

OLD BUSINESS:

- a. April & May 2015 Public Works Overtime Report – Director Russo stated that Public Works employees worked two Saturdays out at Cranberry Lane. Other than that, there is not much overtime. Parks Department has had a few weekend events with little league. There is some money that is going back into the general line and there was no over spending due to overtime. Motion was made to accept the overtime report. Motion was seconded and approved unanimously.
- b. April & May 2015 Building Permits – Director Russo stated that the projected amount was \$570,000.00; the current revenue amount is \$575,151.00. He believes it will be close to \$600,000.00 by the beginning of this upcoming fiscal year. Motion was made to accept the building permits. Motion was seconded and approved unanimously.

OTHER:

- a. April & May 2015 Monthly Report – Highway Division – Director Russo stated that Westlake Drive is being worked on along with Cranberry Lane. The bids are due back for Boston Road as well.
- b. April & May 2015 Overtime Report – Parks Division – the commission reviewed the Parks Division overtime reports.

As there was no further discussion, the Public Works & Facilities commission meeting was adjourned at 7:40 P.M.